



The City of Tomball, TX seeks an experienced executive who will provide innovative and dynamic approaches to issues as its ...

Assistant City Manager

The Community

Tomball is a historic city first known as a railroad town before becoming an oil town. The City was named after State Senator Thomas Henry Ball in 1907 due to his leadership in establishing Tomball as the major railroad center for the transport of agricultural products. Located along State Highway 249, 28 miles northwest of downtown Houston, Tomball does not consider itself “merely a suburb.” The City has a vital economy and functions as a commercial center for a large portion of the rapidly growing northwest quadrant of Harris County. The Tomball area has developed a strong economic base that includes major employers such as Baker-Hughes, Tomball Regional Medical Center, Lone Star College—Tomball and others.

Tomball is comprised of nearly 12 square miles of land within the city limits with an additional 20 miles in the ETJ. The availability of ample scenic land and undeveloped land at attractive prices has been a strong factor in the growth of the City. Residents are attracted to Tomball’s hometown feel while living in

proximity to a major metropolitan area. Housing prices range from a starter homes to over a \$1,000,000 with plenty of options in between.

The Tomball Independent School District (TISD) serves residents providing K-12 education, and many private and parochial schools offer educational alternatives. A strong community commitment to education is reflected by the addition of several new schools within the district. Special features included are a high-tech design center and a life skills center. Lone Star College—Tomball provides residents with higher-educational opportunities with its 10,000 student campus.

Tomball area health care activity is dominated by Tomball Regional Hospital located in the heart of the community. It has become Northwest Houston’s fastest growing acute medical facility, with over 250 beds and a highly trained and experienced medical staff that represents 30 specialties and sub-specialties.

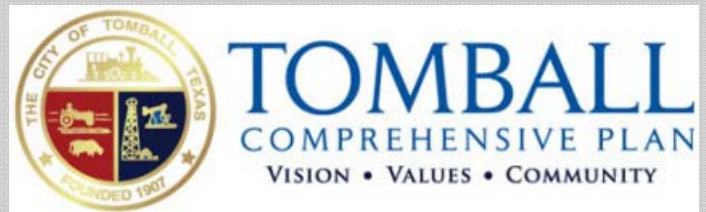


Current Issues

The new Assistant City Manager will have numerous challenges including, but not limited to the following:

- **Growth & Development**—The City of Tomball had experienced rapid growth at the beginning of the decade. The rapid pace of this growth created pressure to provide adequate municipal services & infrastructure to service the developing areas of the community plus those the City seeks to annex.
- **Economic Development**—Tomball serves as the service hub for retail, commercial, & medical services for Northwest Harris County & Southern Montgomery County. Other communities in Montgomery County & unincorporated Harris County have emerging retail, office, & commercial development, which could be detrimental to Tomball's economic interests & drain sales tax & property tax revenues. The City is proactively seeking to maintain its hub position & expand the existing vitality of the City and are in the process of constructing an industrial business park.
- **Financial Stability**— The Assistant City Manager will need to provide ongoing guidance & recommendations to help identify funding alternatives for the City's budget and Capital Improvement Projects.

- **Sense of Community**—As Tomball continues to grow, the citizens are seeking to maintain the “small town” feel & atmosphere they cherish.
- **Community Relations**—The staff will look to the Assistant City Manager for guidance and leadership in developing & maintaining a municipal organization dedicated to excellent customer service & high performance standards. This includes creative methods of communication with residents and developers, looking for ways to accommodate the needs of current or potential businesses.
- **Staff Development**—The City Manager will expect the Assistant City Manager to identify options for efficiencies for internal operations and organizational structure, improving productivity, reducing expenses and finding enhanced or new revenues in view of diminishing sources of traditional revenue and increasing costs.



Education and Experience

The essential qualifications required for this position include:

- Bachelor's degree in Public Administration, Business Administration or a related field from an accredited higher education institution
- Ten years experience in municipal government with at least five years in a supervisory position (preference will be given to those with city management experience or experience as a department director in a medium or large city)
- Experience with community development/zoning, comprehensive planning, and engineering, planning and public works
- Master's degree in Public Administration, Business Administration or a related field desired



Governance

The City of Tomball is a Home Rule Charter city that operates under the Council-Manager form of government. The City Council is comprised of the Mayor and a five-member Council; each are elected for three year terms on a staggered basis. The Mayor is elected at large and the Council is elected at large by place (placed 1-5.).

The City Manager appoints the Assistant City Manager upon approval from the City Council. The current City Manager, George Shackelford, was appointed 3 years ago.

The Mission of the City of Tomball is to promote a healthy and safe environment of increasingly higher quality of life for all citizens, with sensitivity to the financial burden it may impose.



Candidate Profile

The City of Tomball is looking for a candidate with a broad experience in all areas of development. The City of Tomball is also looking for a candidate with the following qualities:

- Personal and professional integrity of the highest order, demonstrated in both the candidate's public and private life
- Experience serving as a partner on an executive team
- Ability to manage challenges and conflicts yielding a productive and wholesome work environment
- Critical decision-making including the ability to process relevant information, committing to a definitive course of action
- Excellent communication skills for providing guidance and support to the City Manager, organizational leaders, employees and citizens
- Ability to negotiate and represent the City of Tomball in accordance with federal, state and local ordinance, laws and guidelines
- Success at coalition building among staff and citizens to minimize perceived barriers
- Modeling professionalism and ethical standards that promote equity in the treatment of all

•The ability to maintain positive productive relationships with the City Council, general public, the commercial community and development interests, and to balance responses to their respective needs in the best interest of the entire community

•A willingness to participate in community events

•The successful candidate must show strong leadership and interpersonal skills, understand and implement principals of change management and be confident and exhibit an open management style with organizational leaders, all stakeholders and staff



Compensation & Benefits

The compensation and benefits for the Assistant City Manager offers a competitive and negotiable salary depending on qualifications, an excellent benefits package and relocation assistance including:

- Salary range is \$102,476—\$138,644 per year; hiring salary dependent upon qualifications and experience
- Automobile allowance
- TMRS, medical, dental, vision, long-term disability, life insurance and flexible spending account
- Up to \$5,000 in relocation assistance



Application Process

Qualified candidates may submit your resume to the City of Tomball by mailing, faxing, e-mailing or delivering to

City Hall, 401 Market Street, Tomball, TX 77375
Attn: Director of Human Resources
Fax: 281-290-1088
Email: hr@ci.tomball.tx.us

This position is open until filled; however, the first review of applicants will take place on January 31, 2014. Following the first review date, resumes will be screened in relation to the criteria outlined in this brochure. Candidates with relevant qualifications will be given preliminary phone interviews. Final interviews at the City of Tomball will be offered to those candidates named as finalists, with reference checks conducted after receiving candidate's permission. The final interview process will be held during February or March 2014. For more information please contact Lisa Coe by calling 281-290-1012 or by visiting our website at www.ci.tomball.tx.us.

The City of Tomball is an equal opportunity employer and values diversity at all levels of its workforce.

Applicants selected as finalists will be subject to a criminal history/credit/drivers license check prior to interview. Under the Texas Public Information Act, information from your resume may be subject to release to the public.

